

June 3, 2009

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ROXANN M. PARKER
STATE CONTRACT PROCUREMENT OFFICER II
(302) 857-4555

SUBJECT: **AWARD NOTICE #2 – Effective Aug. 7, 2009**
CONTRACT NO. GSS363
ARMED SECURITY OFFICER SERVICES

**TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION**

1. MANDATORY USE CONTRACT:	2
2. CONTRACT PERIOD:	2
3. VENDORS:	2
4. PRICING:	3
ADDITIONAL TERMS AND CONDITIONS	3

KEY CONTRACT INFORMATION

1. **MANDATORY USE CONTRACT:**

[\(Return to Table of Contents\)](#)

REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. **CONTRACT PERIOD:**

[\(Return to Table of Contents\)](#)

Each Vendors contract shall be valid for a two (2) year period from July 1, 2009 through June 30, 2011. Each contract may be renewed for two (2) additional one year periods through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

3. **VENDORS:**

[\(Return to Table of Contents\)](#)

U.S. SECURITY ASSOCIATES, INC.
122 Park Avenue, Suite C
Willow Grove, PA 19090
Contact: Jaclyn Brecht
Telephone: (215) 657-5808
Fax: (215) 657-8067
Email: Jbrecht@ussecurityassociates.com
Federal E. I. # 22-3262806

4. **PRICING:**

[\(Return to Table of Contents\)](#)

Prices and/or rates will remain firm for the term of the contract, unless further negotiations are deemed necessary by the State.

The pricing for the contract period will be as follows:

ITEM	COURT	PRICE PER HOUR
1.	NEW CASTLE COUNTY	
a.	JP Court 11	\$17.25
b.	JP Court 20	\$17.25
2.	KENT COUNTY	
a.	JP Court 6	\$17.25
b.	JP Court 7	\$17.25
3.	SUSSEX COUNTY	
a.	JP Court 2	\$17.25
b.	JP Court 3	\$17.25
c.	JP Court 4	\$17.25

1.	STATE SERVICE CENTERS	
	NEW CASTLE COUNTY	
	Part time temporary service beginning Aug. 4, 09 Hours 8:30 a.m. to 2:00 p.m. Mon. – Fri.	
a.	Grace United Methodist Church 900 N. Washington St. Wilmington, DE	\$17.25
	Full Time service beginning Aug. 7, 09 Hours 8:00 a.m. to 4:30 p.m. Mon. – Fri.	
a.	Northeast State Service Center 1624 Jessup Street Wilmington, DE 19802	\$17.25

ADDITIONAL TERMS AND CONDITIONS

[\(Return to Table of Contents\)](#)

5. **BILLING:**

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

6. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

7. **ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. **HOLD HARMLESS:**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

9. **NON-PERFORMANCE:**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

10. **FORCE MAJEURE:**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

11. **AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. Ensure that the Government Support Services receives copies of all correspondence submitted by the contractor and copies of all correspondence for review before it is sent to the contractor.

12. **CHANGES**

Both parties may, from time to time, require changes in the services to be provided by the Contractor under the Scope of Work, (i.e., additions or deletions of locations as needed). Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Agency and the Contractor shall be incorporated in written amendments to the Purchase Order.

13. **AMENDMENTS**

This contract may be amended, in writing, by mutual agreement of the parties.

14. **FORMAL CONTRACT AND/OR PURCHASE ORDER**

No employee of the Contractor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A purchase order, telephone call, fax or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Contractor(s).

SPECIFICATIONS

1. DEFINITIONS:

- A. "Agent" - The designated representative of the State of Delaware who has the responsibility for overseeing Contractor performance within a specific agency.
- B. "Security Company" - A licensed and bonded detective agency under the laws of the State of Delaware and the regulations of the Board of Examiners of the Delaware State Police and Private Detectives.
- C. "Proposal" – An offerors response to the Request for Proposal (RFP) including information, rates and fees and detailing the information required by the RFP.
- D. "Employee" - A licensed security officer employed by the Security Company. The Contractor shall obtain a security clearance and a security officer license for any current, new, or other employees working under this contract from:

Division of State Police
Bureau of Identification
PO Box 430
Dover, DE 19903
Phone: (302) 672-5319

2. STANDARDS AND QUALIFICATIONS OF SECURITY OFFICERS:

The contracted vendor shall be experienced in the provision of office and commercial armed security services. The contracted vendor shall demonstrate sufficient staff availability and organizational abilities to provide consistent and continuous services as required in the specifications.

- A. Each security officer shall meet the following general requirements:
 - 1. Shall be at least twenty (20) years of age;
 - 2. Shall be a high school graduate or equivalent, with at least two years experience in security enforcement work;
 - 3. Shall have the ability to meet and deal positively and courteously with the general public;
 - 4. Shall speak, read and write English fluently, comprehend general orders and policy statements and possess the ability to communicate effectively both orally and in writing;
 - 5. Shall be able to read, understand and apply printed rules and directions;

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

2. **STANDARDS AND QUALIFICATIONS OF SECURITY OFFICERS:** (continued)

6. Shall maintain poise and self-control;
7. Shall be able to stand and/or walk for an entire shift;
8. Shall be capable of self-defense, to ward off a potential attacker or to protect a citizen from attack;
9. Shall be able to climb stairs, run and lift objects weighing up to 50 pounds;
10. Shall be certified in CPR and First Aid training by the American Red Cross.
11. Shall be well proportioned in height and weight, and in good general health without physical defects or abnormalities which may interfere with the performance of duties;
12. Shall be free of any communicable disease;
13. Shall possess binocular vision, correctable to 20/20
14. Shall be capable of hearing ordinary conversation at 20 feet and whispered conversation at 10 feet without the benefit of artificial hearing devices.
15. Shall be familiar with, and have knowledge of security practices and procedures.
16. At least 30% of the employees working under this contract shall have a minimum of two (2) years security experience with the offeror. In lieu of two years security experience with the offeror, the assigned security officer may have three consecutive years of armed security service and a minimum of six months armed security experience with the offeror.
17. Shall have the ability to restrain and detain persons as necessary to ensure the safety of JP Court staff and customers.
18. Shall escort victims to their vehicles.
19. Shall escort court staff and others as deemed essential for their safety.
20. Shall conduct random patrols of the interior and exterior of the facility.
21. Shall submit maintenance requests for safety and security hazards
22. Shall be proactive in maintaining the safety and decorum of the facility.
23. Shall appear in court to testify regarding incidents, which occur in and around the JP Courts.
24. Shall prepare and submit documentation of out of the ordinary incidents.
25. Shall document all incidence of threatening behavior.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

3. **TRAINING:**

- A. Adequate training of the security officers must be assured.

Upon award of the contract, one instruction period (the length of which shall be determined by the appropriate Agent) will be provided by the Agent for all employees under this contract. Thereafter, a like instruction period shall be provided by the Security Company for new employees prior to assignment to a position or facility. The Security Company shall send a qualified representative to the initial agency instruction period that shall be responsible for the training of the new employees during the term of the contract. The Agent and the Security Company shall mutually agree on the person who shall be trained to instruct new security officers during the term of this contract. All cost for training new security officers shall be borne by the Security Company.

- B. The Agent shall provide an initial orientation to the facility.

1. The orientation will include but is not limited to:
 - a. Tour of the facilities;
 - b. Fire and safety equipment
 - c. Maintenance equipment
 - d. Fire Alarm system
 - e. Security system
 - f. Emergency procedures
 - g. Use of incident report
 - h. Organization and mission of the Agency
 - i. Post assignments
 - j. Programmatic training

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

3. **TRAINING:** (Continued)

C. The Security Company shall provide training to the security officers.

1. The training shall include but is not limited to:

- a. Trained and equipped with Oleoresin Capsicum;
- b. Trained and equipped with handcuffs; may also carry a baton
- c. Trained and equipped with firearm;
- d. Trained on the use and general upkeep of surveillance equipment;
- e. Response procedures to emergencies, fire alarms, injured or sick persons, bomb threats, police assistance, or other disasters.
- f. Orientation to Agency programs
- g. Sign-in and out procedures

4. **SECURITY OFFICER EQUIPMENT:**

- A. The Security Company shall provide armed uniformed security guards, equipped with such protective devices and/or communications equipments as specified by the contract.
- B. All arms shall be approved as governed by Delaware State Police law, Title 24, Chapter 13, Section 1315 an 1321, approved arms for Armed Security Services.
- C. Security Officers shall carry and employ only those items specified or approved by the agent.

5. **SECURITY OFFICER UNIFORM AND APPEARANCE:**

- A. Standardized dress code for security officers is defined below.
 - 1. The uniform shall be similar in design, color and appearance to that of a law enforcement uniform. The cost of uniforms shall be borne by the Security Company.
 - 2. Officers may **NOT** wear any accessories on the uniform that may be construed as offensive or in poor taste to mainstream business practice. Additionally, officers may **NOT** carry weapons and equipment not approved for security officers by Delaware law and the agency.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

6. **ASSIGNMENT OF SECURITY OFFICERS:**

- A. Prior to the placement of any security officer in State Facilities, they shall be required to complete a Contract Security Personnel Form (enclosed), which will be reviewed by Capitol Police.
- B. The Security Company shall not reassign an employee without the approval of the appropriate Agency.
- C. At any given location, the average monthly security officer turnover rate shall **NOT** exceed 20%. If the average rate exceeds 20%, the vendor may be judged as not in compliance with the terms and conditions of the contract and shall be subject to the remedies contained herein.
- D. The Security Company shall upon notice by the Agent replace any security officer(s) within twenty-four (24) hours with or without cause shown. Failure to replace the security officer within the twenty-four (24) hours may be grounds for denying payment for the period in question.
- E. The Agent has the authority to set and/or change shift assignments of the Security Company at any time such change is deemed necessary.
- F. The Contractor is encouraged to assign the same employees to the same shift on the same days of the week. This is to ensure these employees become totally familiar with all phases of the assigned responsibility, and that the agency staff becomes familiar with them.
- G. Replacement security officers shall have prior clearance and be trained in all aspects of the required duties to the satisfaction of the Agent.
- H. Security Officers will be expected to work a post until a replacement officer can report. Security Officers shall not leave their post until properly relieved of their duties.
- I. The Contractor shall at no time furnish security officers who have not met, or will not meet within thirty (30) days the minimum qualifications and training as required by the contract, including those who have been interviewed and cleared through the Agent.
- J. All security officers shall be punctual and have a good attendance record. Officers who have a record of unauthorized absences will not be allowed to continue to work under this contract.
- K. Security Officers shall make no arrests or detention without express written instructions or consent of the Director of the Agency. Officers shall not sign a complaint on behalf of any State Agency or Agency employee, request towing of any vehicle without the consent of the Agent.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

6. **ASSIGNMENT OF SECURITY OFFICERS:** (Continued)

- L. Prior to start of any work, the Security Company shall furnish to the appropriate agent, the age and qualifications of the security officers assigned under this contract. The Security Company shall also furnish each officer's rank, tenure, and a detailed listing of company training program received including course description, subject matter, and the instructor's qualifications.
- M. Within five (5) days after the award of this contract, the contractor shall submit (in writing) to the appropriate Agent, the names, social security numbers and birth dates of all employees who will be working under this agreement. All prospective employees must clear a security check and submit a Delaware SBI background check and Criminal history Record to the agency before they are permitted to work. The same information for new employees shall be submitted ten (10) working days prior to their scheduled starting date.
- N. Within five (5) days after the award of this contract, the contractor shall submit copies of all Security Officer Fire Arms ID Cards. These cards shall be issued by the Delaware State Police.
- O. Security Officers shall not consume any alcoholic beverages up to eight (8) hours prior to a scheduled shift. Additionally, alcoholic beverages shall not be consumed onsite or offsite during a shift.
- P. Security Officers are required to take and successfully complete a validated psychiatric/psychological test to show their competency to carry firearms and perform Law Enforcement duties. The officer shall also be required to be examined by a licensed psychologist/psychiatrist to determine that their mental and emotional stability is suitable to perform law enforcement duties, (i.e., race relations, use of force and authority, flexibility and maturity)

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

6. **ASSIGNMENT OF SECURITY OFFICERS:** (Continued)

Q. Security Officers are required to undergo a urinalysis that will detect the following:

1. Amphetamines (Speed, Uppers, Meth.)
2. Barbiturates (Barbs, Downers)
3. Banzodiazepinas (Tranquilizers, Valium)
4. Cannabinoids (T.H.C., Pot, Marijuana)
5. Cocaine (Crack, Snow)
6. Mehaqualone (Quaaludes, Ludes)
7. Opiates (Heroin, Smack, Morphine)
8. Phencyclidine (PCP)

The date of the urinalysis should be within sixty days of initial assignment of the officer within the court. Copies of these tests may be requested by the agency.

The Security Officers shall assist the Chiefs of Court Security and staff in enforcing the rules of the JP Courts. Specific responsibilities of the officers include but are not limited to:

- a. Confiscating all weapons and contraband in accordance with Justice of the Peace Court Policy and custom.
- b. Searching all packages and parcels of persons prior to their entry into the facility or as otherwise directed by competent authority.
- c. Exercise prudence in the execution and enforcement of facility rules and regulations.
- d. Provide escort service as deemed appropriate.
- e. Perform random patrols of the interior and exterior of the facility.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

7. SECURITY OFFICER LOGS:

- A. Security Officer Logs are to be provided and maintained for each facility in accordance with the specifications.
1. The Security Company shall provide a logbook in the form of a ledger for daily shift entries of all activities and special notices. The logbook format must meet the approval of the Agency. This log book is to be reviewed weekly by the Agent or their representative, and the security services' supervisor, and signed or initialed by both. Any unusual entries must be brought to the attention of the Agent or their representative. In addition, the representative of the Security Company shall advise the Agent of any position vacancies prior to their occurrence. This shall include absenteeism, vacations, holidays, etc.
 2. A regular weekly review meeting will be scheduled between the Agent or their representative, and the designated representative of the Security Company as appropriate, at an agreed upon day of the week and time.
 3. All security officers shall sign in and out in the log book. At the beginning of each shift, all security officers shall prepare the officer's log by assigning that day's date in the upper right hand corner of the page. The officer on duty on that shift will then print their name, followed by their signature in the appropriate space.
 4. All incidents must be reported in this log, which shall be available for inspections.
 5. At the conclusion of each shift, officers will leave the log for review by their supervisor, who will then bring all logs and reports to meetings scheduled with the Agent or their representative.
 6. All entries in the security officer's log shall be printed and readable. Any falsification of Information written or printed in the log is grounds for denying payment to said Contractor for all shifts containing false entries.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

8. **SECURITY COMPANY:**

- A. The Security Company shall furnish detailed information of life insurance, health and retirement programs sponsored for its employees.
- B. The Security Company shall furnish a certified schedule of net and gross salaries paid weekly to the employees to be employed at the site according to their rank and tenure. For all over forty (40) hours per week, the Security Company shall pay overtime at the rate of 1-1/2 times the regular rate. The hourly rate of pay to employees must be adequate to insure competency. An individual may not work a double shift. (Double shift is defined as any two (2) eight (8) hour shifts in a twenty-four (24) hour period.
- C. During the term of this contract the Security Company shall furnish to the state's Agent, without prior notice, payroll records which substantiate the schedule of rates paid weekly as certified in the bid, and shall identify the amount paid to each employee.
- D. The Security Company shall provide Branch Level Supervisory site checks at each location as determined by the appropriate Agent, but no less than once weekly.
- E. The Contractor will advise the Chief of Court Security of any problems or issues related to the facility, security or equipment.
- F. The Contractor understands that the Security Officers may be subpoenaed to testify in a court of law. Testimony must be limited to the facts of the case and no opinions about any case should be given. Fees for testimony will be limited to the regular hourly rate.

9. **TERMINATION OF CONTRACT:**

The Agency may terminate the contract at the time it sells or gives up control of the facility/property.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

10. HOURLY BILLING RATES:

The hourly rate submitted as the base price to the Bid shall be for non-overtime work regardless of the day of the week, or hour of the day the work is to be performed. This same rate shall be used when required by the State to work special hours providing additional security services under the contract. Overtime can be billed if the officer is held over in court; if they are required to stay late to cover for court staff; or if shorter than 6 hours notice is given and overtime must be paid to the contract employee. If the contract employee is not paid overtime, the court should not be billed for the overtime. The Court expects additional Contract staff to be available for coverage of shifts exceeding 8 hours in all but emergency situations. Contract security officers shall notify the Court Chief of Security and/or the on-site Court Manager of the need for emergency coverage. Court supervisors will make a determination about how to manage coverage. All overtime should be approved by a Court Supervisor. For example, if there is a problem with an 8 a.m. shift change, Contract Security would alert the Courts Chief of Security, who would make a decision about how to manage coverage. All overtime hours must be documented and approved.

The State shall not be responsible to pay overtime rates made necessary due to the contractor's failure to provide guards at non-overtime rates. Overtime, which is the responsibility of the State, must be approved by the Agent in advance. The hourly billing rates will be used in computing additions to, or deductions from the monthly payment to the contractor for changes to the specified duties and services, for extra work required by the State or for penalties imposed on the Contractor as indicated elsewhere in the Specifications. Each hourly rate shall include direct wages, all indirect expenses, materials and supplies normally used, use of any equipment and the contractor's overhead and profit.

11. INVOICES:

A. Payment of Invoices

1. The Security Company shall submit invoices by the tenth of the month for the month preceding that indicate expenditures. The Security Company may use its own expenditure format, as long as it provides expenditure information for each JP Court site and shift.
2. Each invoice submitted shall clearly identify the month for which payment is due under this invoice period in a conspicuous place on the face of the invoice. The cost of the Security Company's On-site Commander shall be included in the supervisory hourly rates listed on the base bid on the enclosed Bid Proposal form. Willful misrepresentation of any facts whatsoever shall constitute just cause for termination of the contract.
3. The Security Company shall maintain time sheets, training attendance records, required certifications and any other documentation referenced in these specifications for a period of three years following the contract. Further, the Security Company shall produce any and all backup documentation within five (5) business days of a request by the Agent or the Agency Assistant Director. Failure to provide backup documentation shall constitute grounds for reduction of the invoice, pro-rated based on the period of time for which documentation is not provided.
4. Additions or deletions to the bid amount for changes to the scope of work shall be made in accordance with the hourly rates submitted with the bid.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

11. **INVOICES:** (Continued)

B. Adjustment of Charges

1. Upon the occurrence of any of the acts or omissions listed below, or elsewhere in the specifications, there shall be an equitable adjustment of the Contract Security Officer Service charges to fairly reflect the reduced value of its services. The adjustments will not exceed the proposed hourly wage rate.
2. For any security officers working at this site that have not been properly trained in advance of assignment, their time shall be reduced from the total number of hours worked.
3. Failure to maintain complete records of all hours of each security officer assigned to the facility engaged in working.
4. Failure to maintain complete records, reports and logs of events occurring on each assigned post for each tour of duty.
5. Falsification of any entries in the security officer log by the Contractor's personnel.
6. Improper or incomplete dress of security officers.
7. Failure of conducting a proper background investigation of all security officers assigned, including educational requirement.
8. The State having to utilize State personnel to provide security when the Contractor fails to do so under the provisions of this contract.
9. The Security Company fails to adequately train extra or replacement security officers as specified by the specifications.
10. Security officers asleep on post or excessive telephone misuse.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

12. **STATE'S RIGHTS:**

Nothing in these conditions shall be deemed to limit the State's right or remedies in the event the State's actual damage exceeds the amount withheld from billing. The State's failure, at any time, to require performance of the provisions shall in no way affect the State's rights to enforce it for subsequent occurrences. If the Agent finds it necessary to assign State personnel to provide security for any amount of time for which the Contractor was responsible under this contract; The State reserves the right to refuse payment for that period of time the Contractor failed to provide services, and to hold the Contractor liable for any wages paid to State personnel to perform security duties normally performed by the Contractor.

13. **SITE COMMANDER:**

The Security Company shall provide the name and telephone number of a Site Commander who will serve as their representative and will be the primary contact with State. This person will be available during normal business hours and at other times in case of emergency, to make all necessary arrangements for security services. The Site Commander is an administrative function for the vendor and cannot be billed as a separate line item.

- A. Security Company shall provide one (1) Site Commander who will be responsible for the entire security plan for the facilities and will represent the Contractor in all matters of concern regarding this contracting terms of:
1. Supervising all watches
 2. Making up a weekly watch schedule and submitting a copy to the Agent.
 3. Reading daily security log to ensure that all entries made are done so as directed by the Agent.
 4. Meeting with Agent or their representative on a bi- weekly basis and bring to their attention any problem(s) that is or may be affecting any aspect of security operations at the facility.
 5. Assuring all watches are covered as directed by these specifications, and that, all security officers are properly relieved and dealing with the Contractor at the highest local level if necessary should a problem arise in this regard.
 6. Do a daily read out of the logbook making note of any rounds missed and checking the log for a notation as to why rounds were missed.
 7. Following all directives given to them by the Agent.
 8. Doing a work up of the security officers' daily time sheet.

STATE OF DELAWARE
Office of Management and Budget
Government Support Services

SPECIFICATIONS

13. **SITE COMMANDER:** (Continued)

9. Shall assure that each guard is thoroughly trained in every aspect of watch standing at this facility, or as specified by this contract, prior to these security officers standing any watch alone.
10. Shall provide a 24 hour telephone number for access by the Courts.
11. Shall make no less than one (1) visit per week to the site to check on the security officer and to deal with any problems that may arise.

ARMED SECURITY OFFICER SERVICES

Hourly Requirement By Location

The Security Company is responsible for providing one (1) armed security officer at each site during specified hours.

NEW CASTLE COUNTY			
	START TIME	ENDING TIME	HOURS PER DAY
JP Court 11			
Saturday	12:00 a.m.	8:00 a.m.	8.0
	4:00 p.m.	12:00 a.m.	8.0
Sunday	12:00 a.m.	8:00 a.m.	8.0
JP Court 20			
Saturday & Sunday	12:00 a.m.	12:00 a.m.	24.0
KENT COUNTY			
	START TIME	ENDING TIME	HOURS PER DAY
JP Court 6			
Wednesday	8:00 a.m.	4:00 p.m.	8.0
JP Court 7			
Saturday	9:00 a.m.	5:00 p.m.	8.0
	5:00 p.m.	1:00 a.m.	8.0
Sunday	5:00 p.m.	1:00 a.m.	8.0
SUSSEX COUNTY			
	START TIME	ENDING TIME	HOURS PER DAY
JP Court 2			
Wednesday & Friday	4:00 p.m.	12:00 a.m.	8.0
JP Court 3			
Tuesday, Wednesday, Thursday & Friday	4:00 p.m.	12:00 a.m.	8.0
Saturday & Sunday	2:00 p.m.	10:00 p.m.	8.0
JP Court 4			
Friday	4:00 p.m.	12:00 a.m.	8.0

Security Officers may be requested to start ½ hour before shift start and stay ½ hour after shift ends. This will be at the discretion of the individual location. The Security Company will be compensated at the contract price for any additional time worked.

The JP Court will give the Security Company a minimum of six (6) hours notice of any changes in the work schedule. The Contractor shall not bill for hours not worked when sufficient notice has been provided.

ARMED SECURITY OFFICER SERVICES– (Continued)

Hourly Requirement by Location

The chart below represents a best estimate of the hourly requirement for Armed Security Officer Services for the contract period (July 1, 2009 – June 30, 2011). If a third and fourth contract year becomes a part of this agreement, the hourly requirements quoted here, are subject to change based on the states future demand for Armed Security Guards Services.

Month	Court 2	Court 3	Court 4	Court 6	Court 7	Court 11	Court 20	TOTAL
JUL 2009	64	208	32	32	120	120	240	816
AUG 2009	72	216	32	40	96	96	192	744
SEP 2009	72	208	40	32	112	112	216	792
OCT 2009	64	208	32	32	104	104	216	760
NOV 2009	72	208	32	40	96	96	192	736
DEC 2009	72	216	40	32	120	120	240	840
JAN 2010	72	208	32	40	96	96	192	736
FEB 2010	64	192	32	32	96	96	192	704
MAR 2010	72	216	40	32	112	112	216	800
APR 2010	64	200	32	32	104	104	216	752
MAY 2010	72	216	32	40	96	96	192	744
JUN 2010	72	208	40	32	112	112	216	792
JUL 2010	64	208	32	32	104	104	216	760
AUG 2010	80	216	40	40	96	96	192	760
SEP 2010	64	208	32	32	120	120	240	816
OCT 2010	72	208	32	40	96	96	192	736
NOV 2010	72	208	40	32	96	96	192	736
DEC 2010	64	208	32	32	120	120	240	816
JAN 2011	72	216	32	40	96	96	192	744
FEB 2011	72	200	40	32	96	96	192	728
MAR 2011	64	208	32	32	120	120	240	816
APR 2011	72	208	32	40	96	96	192	736
MAY 2011	72	216	40	32	112	112	216	800
JUN 2011	64	200	32	32	104	104	216	752
TOTAL	1,664	5,008	832	832	2,520	2,520	5,040	18,416

CONTRACT SECURITY PERSONNEL FORM

1. The following form must be completed by all prospective officers before working in any building.
2. Submit with criminal history check obtained from State Bureau of Identification.

NAME: _____ DOB: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ SSN: _____

DRIVERS LICENSE #: _____ STATE: _____

TELEPHONE (HOME): _____ (WORK): _____

DO YOU CURRENTLY HOLD A SECURITY OFFICER LICENSE? _____

WHAT COMPANY? _____ DATE LICENSED: _____

HAVE YOU EVER BEEN LICENSED AS A SECURITY OFFICER WITH ANY OTHER SECURITY
COMPANY? _____ NAME OF COMPANY: _____
WHEN? _____

WHAT IS THE HIGHEST GRADE THAT YOU HAVE COMPLETED? 9 10 11 12 1 2 3 4 (COLLEGE)

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? _____ YEAR: _____

HAVE YOU EVER BEEN CERTIFIED IN FIRST AID? _____ WHEN? _____

HAVE YOU EVER BEEN CERTIFIED IN CPR? _____ WHEN: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? _____
IF YES, IDENTIFY OFFENSE, DATE AND JURISDICTION (TRAFFIC OFFENSES EXCLUDED)

SIGNATURE: _____ DATE: _____

FOR STATE USE ONLY

OFFICER LICENSE: _____ DIPLOMA: _____ CPR _____

CRIMINAL HISTORY: _____ DATE STARTED: _____